

Southern Connecticut State University

Payroll Department

PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Closing Date: December 16, 2011

Job Title: Payroll Clerk - Full Time (40 hrs/week)

Work Schedule: Monday - Friday; 8:00 a.m. - 4:30 p.m.

Salary Range: \$40,814.00 - \$53,525.00 FTE

Search Number: C11-011

Location: Payroll Department

ELIGIBILTY REQUIREMENT: Candidates must be on the current certification list promulgated by the Department of Administrative Services for Payroll Clerk. State employees currently holding the above title may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Reemployment/SEBAC Candidates will be given first priority.

PURPOSE OF CLASS:

In a state agency this class is accountable for preparing and maintaining biweekly regular, overtime and supplemental payrolls for an assigned group of employees and performing various payroll support activities.

SUPERVISION RECEIVED:

Receives general supervision from a Payroll Officer or other employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level clerical employees.

EXAMPLES OF DUTIES:

Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same

manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED - KNOWLEDGE, SKILL AND ABILITY:

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience:

One (1) year of the General Experience must have involved payroll preparation.

Substitutions Allowed:

- 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.
- 2. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

To Apply: Interested candidates should submit a signed State of Connecticut Application for Examination or Employment Form CT-HR-12 located at http://das.ct.gov/employment. State employees attach copies of your last two performance appraisals. Non-state employees please attach three letters of reference. Reference the search number on your application.

All letters must be received by close of business on December 16, 2011.

Submit Letters to:

Attention: Ms. Darnelle Perry, Assistant in Human Resources Southern Connecticut State University Office of Human Resources 501 Crescent Street New Haven, CT 06515 Fax (203) 392-5571

In accordance with CSU System policy, all candidates for employment at Southern Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

SCSU is an Affirmative Action/Equal Employment Opportunity Employer. The University seeks to enhance the diversity of its faculty and staff. Persons of color, women and persons with disabilities are strongly encouraged to apply.